



**CITY OF LEON VALLEY
INTEROFFICE MEMORANDUM**

DATE: August 29, 2020
TO: Mayor Chris Riley and City Council Members
FROM: Kelly Kuenstler, City Manager
SUBJECT: Pre-City Council Meeting Report

Human Resources

- Vacant Positions
 - All positions are currently filled.

Court

Weekly Date for Community Service	Hrs. Scheduled	Hrs. Completed	Public Works	Fire Dept.	Municipal Court	Com Dev	Outside The City
08/16/2020 – 08/22/2020	54	16	-	-	16	-	-

Court Dates	# Of Defendants Scheduled	# Of No Shows	# Of Defendants that Appeared
08/13/2020	83	58	25
08/20/2020	98	58	40

Bench Trials & Pre-Trials			09/24/2020
Dismissed	Theft	02/24/2000	H.Rodriguez
Deferral \$200.00	Cut Across DW to make a Turn	06/17/2020	A. Griego
Found Not Guilty	Speeding 48/30	07/09/2019	J.Baiza
Jury Trial	Speeding 40/30	08/17/2019	J.Baiza
Dismissed	Theft	10/15/2014	R.Saucedo
Reset	No Cert of Occupancy	06/03/2020	H.Rodriguez
Reset	Failed to Signal	06/19/2020	A.Griego
Reset	Possession of Drug Para	12/08/2009	E.Guajardo
Reset	Cut Acroos DW to Make Turn	06/107/2020	A.Griego
Deferral \$175	Speeding 42/30	06/16/2020	J.Breton
Dismissed	Failed to Signal Intent	02/29/2020	J.Baiza
Reset	DWLI, No Insurance, Def Stop Lamp	02/09/2014	C.Mandry

MOST COMMON TYPE OF TRANSACTION	# OF TRANSACTION FROM 08/11/2020 -08/26/2020
UTILITY PAYMENTS	424
UTILITY NEW SERVICE	5
PERMITS COM DEV	89
COURT	165
RLC FINES	31
RLC LATE FEES	4
IMPOUND LOT FEES	16
TOWING FEES PAYABLE	17
GARAGE SALE	4
MESCELLANEOUS	136
TOTAL	891

Public Works

- Projects
 - The contractor for the LC-17 Flood Project is delayed in the creek bed, as it's fairly wet; however, the soils haul off is still ongoing. They are still most likely looking at a completion date at the end of September. Their goals this week are as follows:
 - Continue stockpile haul off (this should be complete this week)
 - Fine grade station 135 to 130, and continue select fill spread
 - Complete installation of aquatic plants
 - Repair any washout areas & aquatics with stone rip rap
 - Seed where needed
 - The FY 2020 Street Maintenance Project continues with the ADA ramps being constructed in the Canterfield neighborhood. Citizens are now able to view current capital projects, as well as those completed, by visiting the city's website at http://www.leonvalleytexas.gov/government/public_works/capital_projects.php.
 - The City will be receiving \$1,346,000 from Bexar County to complete a flood remediation project in the Seneca West area. Surveying and engineering have been completed, and plans are being developed.
 - We will be starting construction of the landscaping and irrigation in the vacant lot at Peachtree and Poss. Tiger will be donating all of the plantings at no cost to the City.
 - The HALT flood gates along Evers and Poss Roads are now fully operational and have now been uploaded to the Bexar County flood gate map! The flood map can be reached at <https://www.bexarflood.org#!/main/map>. These new gates will flash, open, and close on their own as they sense floodwaters rising. City Staff will be notified by cell phone when the waters are 6" below the bridge on Evers, then at the bridge, over the bridge, and finally, as the water starts to recede.
 - The City Engineer/Architect prepared plans and specifications for the Community Center remodel. The project was scaled back and rebid, as the costs for the entire remodel were too high. Bids will be opened on September 1, 2020. The staff is getting quotes for the new kitchen equipment.
 - Bids have been advertised for the FY 2020-21 Grass Hill Elevated Water Storage Tank Rehabilitation Project and will be opened on September 1st. We expect this project to start in mid-November, when water usage is lower.
 - Staff and the City Engineer are working on rewrites to the sub-division code. This should be presented to City Council in October.

- Staff will be reviewing and storing/destroying records, according to the State Library's Records Retention Schedule.
- The Crew is continuing to replace the asphalt trail in the Old Mill Park.
- The Crew will start on repairs to the Silo Park Trail, once the Old Mill Park Trail is complete.
- Performing trash removal and clean up at the parks.
- We Disinfecting all playgrounds, restrooms, outdoor fitness equipment at all parks.
- The Crew mowed in Mow Zone 1 (Evers/Poss/Huebner, drainage ways).
- The trees at the Forest Oaks pool will be treated to prevent Oak Wilt.
- The Crew repaired all window and door trim at the Conference Center.
- The Crew trimmed trees at the park and at the Community/Conference Center grounds.
- The Crew removed the fence at The Ridge at Leon Valley Park.
- The Crew will start on the destruction of records storage building once utilities have been removed.
- The Crew sprayed for mosquitos city-wide.
- The Crew installed a meter at the Peachtree vacant lot for the new landscaping project.
- The Crew buried the irrigation line at the rain garden in Raymond Rimkus Park.
- Televising a broken sewer main located in the Seneca Creek easement and obtaining quotes to replace it.
- Training
 - Staff will receive 3 hours of safety training by an OSHA certified trainer. Topics will include Hazardous Communication, trenching/excavation safety, safe vehicle backing, roadway and mowing safety, and electrical safety.
 - Maintenance Crew Foreman Michael Tristan took the class to become a Licensed Irrigation Technician and is now waiting to find an open testing facility. There may be one available in Austin.
 - Training Crew Leaders on how to operate new tire changing equipment, once installed.

Police Department

Please see below the information on police activity over the listed period.

- Arrest
 - 8-10-20 – 6700 Bandera Rd. – Driving While Intoxicated – One Arrested – Vehicle Impound
 - 8-10-20 – 6300 Rue Marilyne – Assault Family Violence – One Arrested
 - 8-11-20 – 6400 Bandera Rd. – Traffic Stop – One Cited/Arrested/Warrant – Vehicle Impounded
 - 8-12-20 – 7400 Huebner Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 8-13-20 – 6000 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 8-13-20 – 5600 Evers Rd. – Public Intoxication – Released at Detox
 - 8-15-20 – 7000 Forest Way – Emergency Detention – One Arrested/Released at Hospital
 - 8-15-20 – 5900 Bandera Rd. – Traffic Violation – Vehicle Impound
 - 8-15-20 – 6600 Bandera Rd. – Driving While Intoxicated /Crash – One Arrested - Vehicle Impounded
 - 8-15-20 – 6500 Timberhill Dr. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 8-15-20 – 6600 Cades Cove – Traffic Stop – One Cited/Arrested/Warrant – Vehicle Released
 - 8-16-20 – 5400 Bandera Rd. – Traffic Stop – One Cited/Arrested/Warrant – Vehicle Released
 - 8-17-20 – 6500 Huebner Rd. Traffic Stop – One Arrested/Felon in Possession of Firearm
 - 8-19-20 – 5600 Bandera Rd. – Emergency Detention – One Arrested/Released at Hospital
 - 8-19-20 – 5600 Bandera Rd. – Theft Enhanced – One Arrested
 - 8-20-20 – 6700 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 8-20-20 – 6700 Timberhill – Traffic Stop – One Cited/Arrested/Warrant – One Arrested
 - 8-20-20 – 6100 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 8-21-20 – 6400 Huebner Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded
 - 8-22-20 – 7000 Bandera Rd. – Traffic Stop – One Cited/Released – Vehicle Impounded

- 8-22-20 – 6600 Sawyer Rd. – Possession of Controlled Substance PG1 – Indecent Exposure – One arrested
- 8-22-20 – 6100 Wurzbach Rd. – Warrant – One Arrested
- 8-23-20 – 6000 Grissom Rd. – Assault Family Violence with a Weapon – One Arrested
- Significant Calls
 - 8-10-20 – 6600 Bandera Rd. – Alarm
 - 8-10-20 – 6800 Bandera Rd. – Crash
 - 8-10-20 – 6000 Rue Sophie – Disturbance
 - 8-10-20 – 6700 Forest Grove – Disturbance
 - 8-10-20 – 7500 Eckhert Rd. – Alarm
 - 8-10-20 – 5600 Evers Rd. – Criminal Trespass Warning
 - 8-10-20 – 5700 Bandera Rd. – Crash
 - 8-10-20 – 7000 Forest Meadow – Violation of City Ordinance
 - 8-10-20 – 6300 Rue Marilyne – Assault
 - 8-10-20 – 5900 Grass Hill – Theft
 - 8-10-20 – 7700 Linkview – Violation of City Ordinance
 - 8-10-20 – 6300 Evers Rd. – Disturbance
 - 8-10-20 – 6600 Bandera Rd. – Alarm
 - 8-10-20 – 7000 Forest Way – Disturbance
 - 8-11-20 – 6400 Evers Rd. – Suspicious Person
 - 8-11-20 – 5900 Bandera Rd. – Burglary of a Building
 - 8-11-20 – 6200 Evers Rd. – Hit and Run Crash
 - 8-11-20 – 6600 Bandera Rd. – Alarm
 - 8-11-20 – 6900 Bandera Rd. – Crash
 - 8-11-20 – 5500 Saffron Way – Alarm
 - 8-11-20 – 6000 Forest Lodge – Criminal Mischief
 - 8-11-20 – 6600 Bandera Rd. – Crash
 - 8-12-20 – 5600 Evers Rd. – Burglary of a Vehicle
 - 8-12-20 – 7100 Bandera Rd. – Alarm
 - 8-12-20 – 5300 Bandera Rd. – Burglary of a Vehicle
 - 8-12-20 – 5900 Wurzbach Rd. – Disturbance
 - 8-12-20 – 5900 Bandera Rd. – Forgery
 - 8-12-20 – 6700 Poss Rd. – Recovered Stolen Vehicle – Impound
 - 8-12-20 – 7000 Forest Way – Disturbance
 - 8-12-20 – 6700 Poss Rd. – Suspicious Vehicle
 - 8-12-20 – 5900 Wurzbach Rd. – Suspicious Vehicle
 - 8-12-20 – 5900 Wurzbach Rd. – Disturbance
 - 8-12-20 – 6800 Bandera Rd. – Harassment
 - 8-12-20 – 6700 Bandera Rd. – Crash
 - 8-12-20 – 6600 Bandera Rd. – Crash
 - 8-13-20 – 7000 Huebner Rd. – Crash
 - 8-13-20 – 6800 Poss Rd. – Welfare Check
 - 8-13-20 – 6500 Bandera Rd. – Violation of City Ordinance
 - 8-13-20 – 7200 Forest Mont – Disturbance
 - 8-13-20 – 5600 Grissom Rd. – Disturbance
 - 8-13-20 – 6300 Bandera Rd. – Alarm
 - 8-13-20 – 5600 Evers Rd. – Disturbance
 - 8-13-20 – 7000 Forest Way – Aggravated Sexual Assault
 - 8-13-20 – 6000 Trone Trail – Criminal Mischief
 - 8-14-20 – 6900 Bandera Rd. – Crash
 - 8-14-20 – 5400 Bandera Rd. – Alarm

- 8-14-20 – 6500 Bandera Rd. – Assist Outside Agency
- 8-14-20 – 6700 Huebner Rd. – Violation of City Ordinance
- 8-14-20 – 5900 Bandera Rd. – Theft of Service
- 8-14-20 – 5600 Grissom Rd. – Suspicious Person
- 8-14-20 – 6700 Poss Rd. – Disturbance
- 8-14-20 – 6000 Bandera Rd. – Crash
- 8-14-20 – 6000 Bandera Rd. – Crash
- 8-14-20 – 5900 Bandera Rd. – Crash
- 8-15-20 – 6600 Bandera Rd. – Crash
- 8-15-20 – 6500 Bandera Rd. – Alarm
- 8-15-20 – 5700 Evers Rd. – Crash
- 8-15-20 – 5500 Bandera Rd. – Alarm
- 8-15-20 – 6500 Bandera Rd. – Alarm
- 8-15-20 – 6400 Stable Dr. – Suspicious Vehicle
- 8-15-20 – 5600 Evers Rd. – Suspicious Person
- 8-15-20 – 6100 Bandera Rd. – Disturbance
- 8-15-20 – 6400 Bandera Rd. – Theft \$750-\$2500
- 8-15-20 – 6700 Huebner Rd. – Suspicious Person
- 8-15-20 – 5300 Wurzbach Rd. – Criminal Mischief \$100-\$750
- 8-15-20 – 6000 Bandera Rd. – Alarm
- 8-15-20 – 6600 Bandera Rd. – Disturbance
- 8-15-20 – 7200 Bandera Rd. – Welfare Check
- 8-15-20 – 7000 Forest Way – Welfare Check
- 8-15-20 – 7000 Forest Way – 911 Hang-Up
- 8-15-20 – 5600 Bandera Rd. – Crash
- 8-15-20 – 6400 Bandera Rd. – Assist Outside Agency
- 8-15-20 – 6900 Bandera Rd. – Assist Outside Agency
- 8-15-20 – 6900 Bandera Rd. – Disturbance
- 8-16-20 – 6000 Grissom Rd. – Disturbance
- 8-16-20 – 5300 Wurzbach Rd. – Suspicious Vehicle
- 8-16-20 – 5300 Wurzbach Rd. – Crash
- 8-16-20 – 6300 Evers Rd. – Disturbance
- 8-16-20 – 6800 Poss Rd. – Disturbance
- 8-16-20 – 6600 Evers Rd. – Aggravated Robbery
- 8-16-20 – 6700 Huebner Rd. – Disturbance
- 8-16-20 – 5600 Evers Rd. – Assault by Contact Family
- 8-16-20 – 6500 Bandera Rd. – Alarm
- 8-17-20 – 6100 Forest Wood – Crime Prevention
- 8-17-20 – 6100 Forest Rose – Crime Prevention
- 8-17-20 – 5700 N.W. Loop 410 – Crash
- 8-17-20 – 5600 Bandera Rd. – Alarm
- 8-17-20 – 6600 Huebner Rd. – Alarm
- 8-17-20 – 6700 Huebner Rd. – Disturbance
- 8-17-20 – 5700 Evers Rd. – Alarm
- 8-17-20 – 6300 Rue Marielyne – Graffiti
- 8-17-20 – 5600 Evers Rd. – Theft
- 8-18-20 – 6400 Bandera Rd. – Theft
- 8-18-20 – 6800 Bandera Rd. – Theft
- 8-18-20 – 6800 Bandera Rd. – Theft
- 8-18-20 – 5000 Timberhill – Assault
- 8-18-20 – 6200 El Verde Rd. – Suspicious Vehicle

- 8-18-20 – 6900 Forest Meadow – Disturbance
- 8-18-20 – 6000 Bandera Rd. – Alarm
- 8-18-20 – 6200 El Verde Rd. – Suspicious Vehicle
- 8-18-20 – 6000 Mike Nesmith – Alarm
- 8-18-20 – 5500 Bandera Rd. – Burglary of a Vehicle
- 8-18-20 – 6900 Bandera Rd. – Criminal Trespass
- 8-18-20 – 5400 Bandera Rd. – 911 Hang-Up
- 8-19-20 – 6000 Grissom Rd. – Burglary of a Vehicle
- 8-19-20 – 5700 Bandera Rd. – Crash
- 8-19-20 – 5900 Wurzbach Rd. – Welfare Check
- 8-19-20 – 6000 Bandera Rd. – Welfare Check
- 8-19-20 – 6600 Poss Rd. – Alarm
- 8-19-20 – 6000 Grissom Rd. – Assault
- 8-19-20 – 6900 Bandera Rd. – Suspicious Vehicle
- 8-19-20 – 5600 Grissom Rd. – Crash
- 8-19-20 – 6000 Bandera Rd. – Alarm
- 8-19-20 – 6600 Grist Mill – Alarm
- 8-19-20 – 6600 Grist Mill – Alarm
- 8-20-20 – 6600 Bandera Rd. – Alarm
- 8-20-20 – 7100 Bandera Rd. – Theft
- 8-20-20 – 6600 Cades Cove – Found Open Door
- 8-20-20 – 5600 Evers Rd. – Disturbance
- 8-20-20 – 5900 Wurzbach Rd. – Disturbance
- 8-20-20 – 5600 Evers Rd. – Suspicious Person
- 8-20-20 – 6700 Huebner Rd. – Suspicious Vehicle
- 8-20-20 – 6800 Bandera Rd. – Alarm
- 8-20-20 – 7300 Linkview – Alarm
- 8-20-20 – 7100 Poss Rd. – Damage to City Property
- 8-20-20 – 6800 Poss Rd. – Disturbance
- 8-20-20 – 6600 Bandera Rd. – 911 Hang-Up
- 8-20-20 – 5300 Bandera Rd. – 911 Hang-Up
- 8-21-20 – 6700 Timberhill – Suspicious Vehicle
- 8-21-20 – 6900 Poss Rd. – Disturbance
- 8-21-20 – 6600 Grist Mill – Recovered Stolen Vehicle
- 8-21-20 – 6600 Blacksmith – Suspicious Vehicle
- 8-21-20 – 5900 Wurzbach Rd. – Deadly Conduct
- 8-21-20 – 6500 Bandera Rd. – Crash
- 8-21-20 – 6600 Bandera Rd. – Crash
- 8-21-20 – 6800 Bandera Rd. – Alarm
- 8-21-20 – 6800 Forest Grove – Criminal Mischief
- 8-21-20 – 6100 Forest Wood – Vicious Dog
- 8-21-20 – 6400 Grissom Rd. – Alarm
- 8-21-20 – 6000 Grissom Rd. – Disturbance
- 8-21-20 – 5600 Grissom Rd. – Dog Bite
- 8-21-20 – 5600 Grissom Rd. – Assault
- 8-21-20 – 7500 Linkside – Terroristic Threats
- 8-21-20 – 6500 Bandera Rd. – Violation City Ordinance
- 8-21-20 – 5600 Evers Rd. – Dog Bite
- 8-21-20 – 5700 N.W. Loop 410 – Crash
- 8-22-20 – 6400 Bandera Rd. – Alarm
- 8-22-20 – 7500 Huebner Rd. – Dog Bite

- 8-22-20 – 5600 Grissom Rd. – Criminal Mischief
- 8-22-20 – 5900 Wurzbach Rd. – Sudden Death
- 8-22-20 – 6900 Bandera Rd. – Alarm
- 8-22-20 – 6000 Exchange Pkwy – Disturbance
- 8-22-20 – 6200 Grissom Rd. – Disturbance
- 8-22-20 – 7300 Canterfield – Disturbance
- 8-22-20 – 5600 Bandera Rd. – Disturbance
- 8-22-20 – 5900 Bandera Rd. – Suspicious Vehicle
- 8-22-20 – 5200 Savory Glen – Criminal Mischief \$100-\$750
- 8-23-20 – 5900 Wurzbach Rd. – Theft \$1500 - \$20000
- 8-23-20 – 6800 Poss Rd. – Crash
- 8-23-20 – 6700 Forest Bend – Theft \$0 - \$100
- 8-23-20 – 7600 Linkwood – Apparent sudden death
- 8-23-20 – 5300 Wurzbach Rd. – Theft \$1500 - \$20000
- 8-23-20 – 6800 Poss Rd. – Crash
- 8-23-20 – 6200 Grissom Rd. – Welfare check
- 8-23-20 – 5300 Wurzbach Rd. – Burglary of a Vehicle
- 8-23-20 – 6300 Rue Marielyne – Disturbance
- 8-23-20 – 6900 Bandera Rd. – Welfare Check
- 8-23-20 – 5300 Wurzbach Rd. – Welfare Check
- 8-23-20 – 6400 Bandera Rd. – Disturbance
- 8-23-20 – 6300 Pickering Dr. – Found Open Door
- 8-23-20 – 6700 Bandera Rd. – Assault
- 8-23-20 – 5300 Wurzbach Rd. – Alarm
- 8-23-20 – Chaparral – Dog Bite
- 8-23-20 – 5500 Bandera Rd. – Burglary of a Vehicle
- 8-23-20 – 6000 Grissom Rd. – Assault
- 8-23-20 – 7600 Deer Lane – Theft of Service
- 8-23-20 – 6000 Trone Trail – Sudden Death
- 8-23-20 – 7000 Weathered Post. – Disturbance
- Citations - 51
- Warnings – 38
- Criminal Investigation Unit
 - Cases Filed by CID, Seven (7):
 - One (1) Burglary of a Building
 - Four (4) Felon in Possession of a Firearm
 - One (1) Theft of Vehicle
 - One (1) Assault-Strangulation
 - Additional CID Activity
 - Three (3) Hit and Run investigations are ongoing
 - Theft Investigation at QT
 - Aggravated Robbery
 - Sexual Assault
 - Burglary of Building-Storage Unit
 - Harassment
 - Forgery
 - Burned eighteen (18) videos for DA's office
 - CID handled twenty (20) walk ins
 - Two (2) sex offenders were registered
 - Stolen vehicle recovered
 - Recovered stolen property was returned to the owner

- Code Enforcement
 - Five (5) Violation of City Ordinance (VCO) door tag warnings issued
 - Sixteen (16) VCO warning letters were sent
 - Three (3) VCO citations were issued
 - Three (3) vehicles were tagged
 - Nineteen (19) bandit sign complaints
 - Five (5) noise violations
 - Five (5) graffiti complaints
 - Ten (10) building code violations
 - Thirteen (13) grass/weed violations
 - Four (4) fence violations
 - One (1) trash/debris complaint
 - One (1) pool violation
- Animal Control
 - Five (5) Violation of City Ordinance (VCO) door tag warnings issued
 - Sixteen (16) VCO warning letters were sent
 - Three (3) VCO citations were issued
 - Three (3) vehicles were tagged
 - Nineteen (19) bandit sign complaints
 - Five (5) noise violations
 - Five (5) graffiti complaints
 - Ten (10) building code violations
 - Thirteen (13) grass/weed violations
 - Four (4) fence violations
 - One (1) trash/debris complaint
 - One (1) pool violation
- Traffic Unit
 - Moving Violations 125
 - Non-Moving Violations 03
 - Warnings 43
 - VCO 00
 - Vehicles Impounded 03
- Impound Lot
 - Moving Violations 23
 - Non-Moving Violations 20
 - Warnings 02
 - VCO 00
 - Vehicles Impounded 01
- Community Service
 - The Leon Valley Police Department continues to take the lead in assisting Texas Special Olympics. The Police Department were asked to star in three sperate commercials that will be utilized over the next few months to highlight the organization. The officers also conducted a fundraiser that netted \$500 for South Texas Special Olympics.
- Training
 - Detectives attended TCOLE mandated court security training.

Fire Department

- The Fire Department is accepting donations for back to school supplies. The Flood Warning sirens will be having maintenance completed over the next few weeks. Project Cool is still in effect. If any residents need a fan this summer, please make the request from the Fire Department.
- **Department Statistics from 8/13/2020 – 8/26/2020**

○ Overall Responses	
▪ Total Fire Department Calls for Service	77
▪ Average response time	4:55
○ Fire Services	
▪ Fire and Non-EMS Calls for Service to the community	23
○ EMS	
▪ Emergency Medical Service Calls for Service to the community	54
▪ COVID EMS Calls for Service	02
▪ Motor Vehicle Accident Calls for Service	04
○ Fire Marshal Services	
▪ Local Business Fire Inspections	38
▪ Plan Reviews	21
▪ Enforcement Citations	00
○ Mutual Aid	
▪ Mutual Aid Requested by the Fire Department	00
▪ Mutual Aid Requested from the Fire Department	05

Community Development Department

- 2018 Comprehensive Plan Update
 - Due to the COVID 19 pandemic, the process of making a final selection and awarding a contract was put on hold. However, as of June 1, 2020, the Planning and Zoning Commission Sub-Committee has resumed the evaluation process. The Planning and Zoning Commission will be conducting interviews for two of the Planning firms that responded to the RFP at a Special Meeting to be held on September 3, 2020.
- Planning And Zoning Commission
 - The Planning and Zoning Commission held a Regular Meeting on Tuesday, August 25, 2020. The following items were discussed:
 - SUP-2019-11 (Specific Use Permit) – A request for an SUP for Automobile Lubrication facility at 6712 Bandera Road.
 - Discussion regarding potential amendments to the City’s Zoning Code regarding Assisted Living Facilities.
 - The next regular Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, September 8, 2020. The following items are tentatively scheduled for consideration:
 - PC-2018-05 (Replat) - A request for a Replat of Lots at 8 & 9, Block A, Linkwood Addition Subdivision, generally located at 7125 & 7129 Bandera Road.
 - SUP-2020-07 (Specific Use Permit) – A request for Firearms & Ammunition Sales at 5415 Bandera Road, Suite 509.
- Board of Adjustment
 - The Board of Adjustment does not have any tentative meetings scheduled.
- Plats
 - Staff has not received any new final plat or replat requests.
- City Council
 - The Planning and Zoning Department has the following development-related Items scheduled for consideration at the September 1, 2020, City Council meeting:
 - SUP-2020-06 (Specific Use Permit) – A request for an SUP for temporary land use (outdoor fitness) at 6321 Bandera Road. (2nd Reading)
- Permitting and Records
 - Received 45 Building Permit Applications (including trade permits)
 - Issued 34 Building Permits (including trade permits)
 - Issued 3 Certificates of Occupancy
 - Blue Frog Plumbing - 5417 Bandera Road, Suite 607

- Anatolia Wholesale - 5419 Bandera Road, Suite 706
- Tuxedo Jones - 7036 Bandera Road

Business Relations - Economic Development

- Attended team meeting with potential re-development of 6820 Bandera – 08/12/2020
- Facilitated multiple conference calls with the property manager of West Loop Centre to resolve businesses without a certificate of occupancy – 08/13/2020
- Finalized performance agreement of Household Stabilization Program and forwarded to Ascension DePaul Services for review – 08/13/2020
- Responded to multiple inquiries as a point of contact between Ascension DePaul Services and City of Leon Valley to formalize the program and develop step-by-step procedures
- Collaborated with Maribel Mendoza to prepare the launch of Local Intel analytics
- Facilitated team meeting concerning life safety issues at 5900 NW Industrial – 08/17/2020
- Attended team site visit and inspections of 5900 NW Industrial - 08/17/2020
- Facilitated ONIT Team meeting – 08/18/2020
- Facilitated teleconference call: White House Briefing – 08/19/2020
- Attended team meeting regarding multiple violations of business recently issued TCO – 6555 Bandera – Southwest Farmers Market - 08/26/2020
- Completed and successfully passed Oklahoma University 9-week online class - Strategic Planning – 08/15/2020
- Continued Small Business Mask in-person distributions
- Disseminated information, programs, and opportunities to businesses, staff, and EDCD Committee members
- Delivery of CO's issued and welcome visit to Elevate Pharmacy and Melissa Digs Hair
- Audit
 - Ongoing 2020 Business Audit to ensure ALL Leon Valley Businesses have a valid certificate of occupancy. The staff has been working with many of these businesses between 6-24 months without compliance.
- Business Code Enforcement
 - Verbal stop-work order issued to transient business selling PPE on Bandera Road right-of-way 08/13/2020
 - 6515 Bandera – Lady B African Hair and Boutique – Unpermitted signs. Excessive window signage
 - 6555 Bandera – Southwest Farmers Market – Unpermitted wall sign
- Cease and Desist:
 - 5900 NW Industrial – Darryl Lockard' Cars – Life Safety Issues due to an unpermitted secondary structure built without permits

City Secretary

- Prepared, posted and drafted City Council agendas.
- Worked on City Council Minutes.
- Completed Minutes for the Ethics Review Board, and drafted, posted agenda and sent out meeting packets.
- Completed Minutes for the Crime Control & Prevention Board of Directors Meeting, and drafted and posted a new agenda.
- Posted Boards, Committees and Commission Agendas.
- Prepared and submitted for public notification, recently qualifying adopted City ordinances.
- Participated in PIA Training: I've So Got This! Put on by City Hall Essentials on August 14th.
- Attended the TMCCP OMA,PIA, Agendas & Parliamentary Procedure Seminar in Austin, TX on August 20th – 21st.

- Processed Open Record Requests for the following:
 Councilor Catherine Rodriguez x 3 (completed)
 Justin Pulliam – worked on 2 existing requests and 3 new requests
 Chris Riley (completed)
- Received Attorney General Rulings on 2 cases – ORR # 051120-B and ORR # 060920-B.
- Prepared, posted and drafted agenda, minutes and delivered meeting packets for the Ethics Review Board for current ethics cases.
- Began a thorough review of all Council/Manager budget accounts in preparation of closing of fiscal year.
- *Served in my capacity as a member of the Texas Municipal Clerks Association’s City Clerk of the Year Committee in reviewing all nominees for the award and assisting in presenting a selection to the Texas Municipal Clerks Association.
- On-Going Current Projects:
 - Working on an amendment to the Code of Ordinances to allow for city-wide garage sales.
 - Working on a Contract Management Program.
 - Working on revisions to other policies to present to the City Manager.
- Building Maintenance:
 - Scheduled routine maintenance for the main copy machine in the workroom at City Hall.
 - Scheduled flooring repair in the Police Department.
 - Scheduled special Orkin treatment for the Fire Department to deal with a rodent issue.

Open Records Request Coordinator

- Since the last report, we have received 7 open record requests. As requested by City Council, we include the names of those who submitted the 7 requests.
- The requestors were:
 - Law & Order Record Retrieval
 - Mary Ann Frisbie
 - Lexis Nexis
 - Amanda Perez
 - Jack E. Miller
 - Jack E. Miller
 - Ryan Harvey
- The Leon Valley Police Department processed 65 open record requests for incident/crash reports.
- Attended the PIA Training on August 14, 2020
- Attended the TMCCP OMA, PIA, Agendas, Parliamentary Procedure Seminar, Austin, TX, August 20-21, 2020
- On-Going Current Projects:
 - Working on Open Records Request training

Library

- Circulation Statistics (Curbside)
 - Current August Totals (as of 8/25): 558
 - Full August Statistics will be available in September.
- Upcoming Programming (September 2020)
 - School Age Crafts
 - Geared towards 1st – 5th grade students
 - Supplies will be available on the library porch for pick up
 - Tuesdays at 4:30 pm.
 - September 1: Bracelets
 - September 8: Bookmarks
 - September 15: Decorative Cube

- September 22: Catapult
 - September 29: Kaleidoscope
- Adventurer's Club
 - Geared towards preschoolers
 - New letter of the alphabet every week
 - Wednesdays at 10:30 am.
 - Follow-up Craft supplies will be available on the library porch for pick up at 11:30
- Online Storytime
 - Geared towards 18-months to 3-year-olds
 - Thursdays at 10:30 am.
 - Follow-up Craft supplies will be available on the library porch for pick up at 11:30
- Crafternoon
 - Leftover crafts from the Spring & Summer
 - September 5th at 11:00 am.
 - Supplies will be available on the library porch for pick up.
- Book Club
 - NEW
 - Geared towards Adults
 - September 8th at 6:00 pm.
 - Book of the month: Choose your own story (book) to share.
- LEGO Challenge Reveal
 - Geared towards Elementary age students & up
 - September 12th at 11:00 am.
- Teen & Adult Crafts
 - Geared for teens and adults
 - September 19th at 11:00 am
 - Supplies will be available on the library porch for pick up.
- Community Coffee
 - September 25th at 10:00 am

Upcoming Events:

- Regular City Council Meeting is scheduled for Tuesday, September 1, 2020, at 5:00 p.m. in Council Chambers the meeting will be conducted in-person and by teleconference. The meeting will also be live-streamed.
- Next Regular City Council Meeting Tuesday, September 15, 2020, at 5:15 p.m. in Council Chambers.
- All City hosted events have been postponed until further notice.
 - All committee, board, and commission meetings are being conducted on an as-needed basis.
 - The next Planning and Zoning Commission meeting is tentatively scheduled for Tuesday, September 8, 2020, if necessary.